

# City of San Ramon Candidate Guide



General Election  
November 6, 2018



**To: All Candidates**

**From: Renee Beck, City Clerk**

**Subject: CANDIDATE ELECTION GUIDE**

**Date: June 15, 2018**

The San Ramon Municipal Election will be held on Tuesday, November 6, 2018, to elect:

- One (1) Mayor for a two-year seat (2018-2020)
- Two (2) City Councilmembers for four-year seats (2018-2022)

A person is eligible to hold the office of Mayor or Councilmember provided the person is, at the time nomination papers are issued, a registered voter of the City of San Ramon. Elected officials must continue to reside in the City during their term of office. Candidates must state whether they are filing for the two-year Mayor's seat or the four-year Council seat at the time of filing.

The Nomination Period begins on July 16, 2018. The closing date for filing nominations papers is 5:00 p.m., Friday, August 10, 2018. If one of the incumbents does not file, the closing date for filing nomination papers for non-incumbents will be extended to Wednesday, August 15, 2018, at 5:00 p.m. It is the obligation of each candidate to meet all filing requirements and deadlines.

The City of San Ramon does not collect a filing fee. Candidates desiring to submit a Candidate Statement are required to assume the printing cost. The Statement shall not exceed 300 words. A payment of \$1306 (Statement cost for the November 6, 2018 Election) must be made at the time the Candidate Statement is filed.

Please see the checklist provided on Page 6 for forms that must be submitted at the time Nominations Papers are filed with the City Clerk.

Please contact the City Clerk's office if you have any questions. (925-973-2539, #2)

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**ELECTION KEY DATES****November 6, 2018 General Election**

Military Overseas Voter Ballots Mailed	September 21, 2018
Voter Information Guide Mailing	Approx. September 27, 2018
Vote-by-Mail Mailing	October 9, 2018
Registration Deadline	October 22, 2018
Supplemental Voter Information Guide Mailing	October 25, 2018
Last Day to Request Vote-by-Mail Ballot	October 30, 2018
Last Day to Return or Mail Vote-by-Mail Ballot	November 6, 2018
Election Day	November 6, 2018
Canvass / 1% Period	November 7 – December 6, 2018
Certification Deadline / Results Transmitted	December 6, 2018

**November 6, 2018 General Election**

	<b>APPLIES TO</b>	<b>DATES</b>
Filing Period	All candidates	Jul. 16 – Aug. 10 E-113 – 88
Last day for candidates to file and pay for “Candidate Statement”	All candidates	Aug. 10 E-88
Extended Filing Period	Offices for which no incumbent files nomination papers by Aug. 10. Only non-incumbents may file.	Aug. 11-15 E-87 – 83
Public Review of “Ballot Designations” and “Candidate Statements”	All candidates	Aug. 11-20 E-87 – 78
	“Candidate Statements” and “Ballot Designations” filed during the extended period	Aug. 16-25 E-82 – 73
Last day to withdraw “Candidate Statement”	All candidates	Aug. 13 E-85
	Candidates who filed during the extended filing period	Aug. 16 E-82
Randomized alphabet drawing for ballot placement	All candidates	Aug. 16 E-82
Write-in Period	Write-In candidates	Sept 10 - Oct. 23 E-57 - E-14
Election Day	Polls are open from 7:00am to 8:00pm	November 6, 2018
Deadline to certify the General Election		Dec. 6 E+30
Swearing In	Successful Candidates	Dec. 11

	<b>NUMBER OF POSITIONS TO BE ELECTED</b>	<b>TERM OF OFFICE</b>	<b>NOMINATION SIGNATURES REQUIRED</b>
San Ramon	2 Councilmembers Mayor	4 years 2 years	20

### **GENERAL QUALIFICATIONS FOR OFFICE**

Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person or at the time of the person's appointment.

General Qualifications:

- a) Be a U.S. Citizen.
- b) Be a registered voter and qualified to vote for that office at the time nomination papers are issued.
- c) Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.

### **2018 FILING PERIODS**

#### **General Election - November 6, 2018**

Filing Period: July 16 - August 10, 2018

\*Extended Filing Period: August 11 - August 15, 2018

\*If no incumbent files by the end of the filing period, the filing period is extended to non-incumbents only.

### **FILING FORMS AND FEES**

Filing packets, often referred to as "papers", include the following forms:

- Nomination Petitions
- Extended Filing Period
- Declaration of Candidacy
- Ballot Designation
- Candidate Statement of Qualifications
- Statement of Economic Interests (Form 700)
- Campaign Finance Disclosure
- Code of Fair Campaign Practices (Optional)

**Nomination Petitions**

Candidates are required to file nomination petitions with the required number of valid signatures for the office. Signers of nomination petitions must be registered voters and reside in the district. Nomination petitions are furnished by San Ramon City Clerk.

Circulators of Nomination Petitions:

Circulators must be 18 years of age or older. Candidates may circulate and sign his/her own nomination petitions.

The Affidavit of Circulator, located on the back of each petition, must be completed in the circulator's own hand, even if the candidate circulated their own petition.

*EC 102, 104*

**Signers' Qualifications:**

Registered voters in the City in which the candidate is to be voted on are eligible to sign the petition.

**Signers' Limitations:**

Signers may only sign one nomination petition for any candidate for a given office. In the case where more than one position is to be filled in the same office, signers may sign nomination petitions for as many candidates as there are positions to be filled for that office.

**Verification of Signatures on Nomination Petitions:**

*EC 8069*

Petitions are validated in the order of arrival. The signatures of all signers on nomination petitions are verified by the Elections Office, generally within 24-48 hours. Candidates will be notified immediately after signatures have been checked.

**Filing Fee**

The City of San Ramon requires no Filing Fee.

**Extended Filing Period**

If nomination papers for an incumbent elective officer are not filed by the filing deadline, the filing period for that office is extended 5 calendar days for non-incumbents only. There shall be no extended filing period for candidates, where the incumbent cannot file, due to term limits or for offices that are vacant.

*EC 8024*

**Declaration of Candidacy**

The “Declaration of Candidacy” is filed by a candidate for City offices.

The “Declaration of Candidacy” is an official document in which the candidate indicates how his/her name and ballot designation is to appear on the ballot. The candidate declares that he/she meets the statutory and/or constitutional qualifications for the office sought, and that if nominated, the candidate will accept the nomination and not withdraw.

*EC 8001, 8800, 8801*

**Ballot Designation**

The ballot designation is the word or group of words that will appear on the ballot under the candidate’s name, designating the candidate’s principal profession, vocation, or occupation.

Ballot designations for City candidates will be reviewed and accepted by the City Clerk’s office. Ballot designations may be rejected if they do not comply with the rules set by the California Election Code 13107. If rejected, the candidate will be notified by phone or by registered or certified mail, with a return receipt, addressed to mailing address appearing on the candidate’s ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot. If a candidate fails to file a “Ballot Designation Worksheet,” no designation will appear on the ballot.

*EC 13107, 13107.3, 13107.5*

Ballot Designation Guidelines and examples are found in Attachment A.

**Public Review Period**

After the close of the filing period, anyone may examine any candidate’s ballot designation. During a 10-calendar-day period commencing the day after the close of the filing period, any voter of the jurisdiction in which the election is being held may seek a writ of mandate or an injunction challenging a ballot designation.

No challenges may be submitted to or will be considered by the City Clerk.

*EC 13313, 13314*



**Candidate Statement of Qualifications**

Each candidate for elective office may prepare an optional “Candidate Statement” at their own expense. The “Candidate Statement” is designed to familiarize voters with a candidate’s qualifications for the office he/she is seeking. The “Candidate Statement” is incorporated into the “Voter Information Guide”, and will be mailed to all registered voters, eligible to vote for that particular office. The “Candidate Statement” is printed in English, Spanish, and Chinese. For a sample of the guidelines see Attachment B.

**Filing of “Candidate Statement”**

In addition to filing a hardcopy, candidates need to submit the statement in an editable text format, to the following email address: [rbeck@sanramon.ca.gov](mailto:rbeck@sanramon.ca.gov). The City Clerk will file your statement with the County.

The “Candidate Statement” will be formatted to appear, as closely as possible, to the hardcopy filed. Statements are subject to the word counts and guidelines described in Attachment B-1.

**Restrictions:**

The “Candidate Statement” cannot refer to opponents in any manner and may not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

*EC 13308*

**Withdrawing/Changing the Statement:**

The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 pm of the next business day, after the close of the filing period. A candidate must sign a statement if he/she chooses to withdraw the statement. A new statement cannot be filed to replace a withdrawn statement.

The “Candidate Statement” will remain confidential until after the close of the filing period for the office sought.

*EC 13311*

**Public Review Period**

After the close of the filing period, anyone may examine “Candidate Statements.” During a 10-calendar day period, commencing the day after the close of the filing period, any voter of the jurisdiction in which the election is being held or the county elections official may seek a writ of mandate or an injunction challenging any or all of the material in a “Candidate Statement”.

No challenges may be submitted to or will be considered by the City Clerk.

*EC 13313, 13314*

**Statement Costs**

The costs of the candidate statements must be paid at the time the statement is filed. For the statement costs see Attachment B-2.

**Statement of Economic Interests (Form 700)**

Every candidate is required to file a “Statement of Economic Interests” (Form 700) disclosing certain financial interests.

Form 700 is not required if the candidate has filed a statement for the same jurisdiction within 60 days prior to the filing of his/her “Declaration of Candidacy”.

*GC 87202, 87203*

The City Clerk is the filing official for “Statements of Economic Interests”.

*GC 87200*

**Campaign Finance Disclosure**

All state and local candidates, their committees, and committees supporting or opposing ballot measures are required to report, campaign contributions, and expenditures.

Effective January 1, 2016, the recipient committee qualification threshold was raised from \$1,000 to \$2,000.

When the candidate receives nomination papers, he/she will receive an informational overview of all filing responsibilities.

Candidates should familiarize themselves thoroughly with the information provided by the FPPC and carefully note the filing deadlines, as the Act imposes penalties for late filing of campaign statements. More information and requirements can be found at [www.fppc.ca.gov](http://www.fppc.ca.gov).

*GC 85201*

For a brief summary of the most commonly used forms, see Attachment D.

**Code of Fair Campaign Practices (Optional)**

By subscribing to the Code of Fair Campaign Practices, a candidate vows to follow the principles of decency, honesty, and fair play. Subscription to the Code is optional. Completed forms are to be filed with the City Clerk and retained for public inspection until 30 days after the election.

*EC 20400, 20420, 20440-20444*

## WRITE-IN CANDIDATES

A person who did not file during the regular filing period may file for office as a write-in candidate. There is no fee or charge required of a write-in candidate in the City of San Ramon.

Any person who desires to be a write-in candidate and have votes cast for him/her counted shall file a "Statement of Write-In Candidacy" form.

Forms are available in the City Clerk's office during the Write-In filing period.

Write-In filing period begins September 10 and ends October 23, 2018.

*EC 8600, 8601*

The City of San Ramon requires nomination signatures to be collected for a valid write-in candidacy. Signers of nomination papers for write-in candidates shall be voters in the city in which the candidate is to be voted on.

The same forms required of other candidates who have filed during the regular filing period, must also be filed by write-in candidates. The "Candidate Statement" form or ballot designation form does not apply to write-in candidates and write-in candidates may not submit a "Candidate Statement".

Write-in votes cast will be counted and reported at the time of certification.

## COMMON QUESTIONS AND SITUATIONS

### **Filing Nomination Papers on Behalf of a Candidate**

If a candidate is unable to file in person, he/she may designate a person to act on his/her behalf. A written statement or "Authorization Form", signed and dated by the candidate, authorizing a person to receive the "Declaration of Candidacy" form and all other nomination papers from the Elections Office is required. See Attachment C for a sample of the "Authorization Form". If the candidate will not be filing in person, the "Declaration of Candidacy" must be notarized before filing. Because an original signature is required, nomination documents may not be filed by fax or email. The candidate's designee may only receive and deliver papers and may not make any changes on the nomination documents.

*EC 8028*

### **Appearance of Names on the Ballot**

A randomized alphabet drawing is the basis for determining the order of candidates on the ballot. Each candidate will be placed on the ballot in the order that each of the letters of his/her surname was drawn. For example, the placement of candidates with the surnames of Campbell and Carlson will depend on the order in which the letters M and R were drawn.

Six calendar days after the end of the filing period, the Secretary of State conducts a drawing of the letters. In 2018 the drawings will be conducted on August 16, 2018.

*EC 13112*

### **Candidates Elected at November General Election**

The candidate(s) for city office that receive(s) the highest number of votes from all the ballots cast for that office shall be elected to that office.

*EC10551, 10600*

### **Election Night Activities**

Election results are available on the internet at [www.cocovote.us](http://www.cocovote.us), beginning at 8pm on Election Night. Results will be updated periodically, until all Election Day ballots are counted.

Candidates and/or members of their campaigns are welcome to observe the Election Night processes at the County. Observer guidelines will be issued upon arrival.

### **When Successful Candidates Take Office**

The Swearing In ceremony will be held on Tuesday, December 11, 2018, at San Ramon City Hall.

**Holding or Running For More Than One Office**

Candidates are not prohibited from seeking more than one elective office, and may serve in more than one office. There are, however, situations when holding more than one office is considered a conflict and incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously if the offices have overlapping and conflicting public duties.

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at [www.fppc.ca.gov](http://www.fppc.ca.gov), or phone toll free (866) 275-3772.

*The Political Reform Act, GC 1099*

## **CAMPAIGN RESOURCES**

### **Voter Data Products**

As a candidate you have access to voter information and data obtained from voter registration and election files.

Listed below is a brief description of some reports that are available:

a) **Voter File:**

A list of registered voters residing within a particular district or jurisdiction.

b) **Vote-by-Mail Voter File Subscription:**

A list of all Vote-by-Mail voter applications processed the previous day, beginning 29 days before an election, which shows applicant's residence and mailing addresses, political party, date application received, date ballot mailed, the voting and absentee precincts.

Voter data may not be sold, leased, loaned, reproduced or possession thereof relinquished without receiving written authorization to do so from the Registrar of Voters.

Prohibited usage includes commercial purposes and solicitation of contributions or services for any purpose other than on behalf of a candidate or political party, or in support of or opposition to a ballot measure.

### **Maps**

Maps can be prepared for your political campaign needs. You can request maps from 8 ½ x 11 up to large wall maps.

### **Fees**

Fees are based on the data requested and/or the number of registered voters.

All orders for voter information and maps must be paid for in advance. Fees may be paid by cash or check. Checks should be made payable to "Contra Costa County Clerk".

**Ordering Instructions**

When purchasing voter information, you will be required to complete “Application to Purchase or View Voter Registration Information”.

To request a voter file and/or a Vote-by-Mail file subscription, send your request to [data.processing@vote.cccounty.us](mailto:data.processing@vote.cccounty.us) or submit your request in person by visiting our office. The application to purchase voter data and fees can be provided by email.

To request walking lists, maps of districts, cities, or precincts send your request to [precincts.mapping@vote.cccounty.us](mailto:precincts.mapping@vote.cccounty.us) or call (925) 335-7800.

Orders are processed in the order they are received. There is a 24-hour turnaround from the time we receive the application and payment.

**Mass Mailing Requirements**

Mass mailing means more than two hundred substantially similar pieces of mail, but does not include a form letter or other mail that is sent in response to an unsolicited request, letter, or other inquiry.

*GC 82041.5*

No newsletter or other mass mailing shall be sent at public expense. For further information, contact the Fair Political Practices Commission.

*GC 89001*

**Political Signs**

The Elections Office does not enforce the usage of political signs. The placement of political signs is subject to local regulation.

**City of San Ramon Sign Regulations**

With the exception of signs located on legal commercial outdoor advertising structures, all political signs placed in areas under the jurisdiction of the City of San Ramon Planning/Community Development Department are regulated by the City of San Ramon Zoning Ordinance, as follows:

a) **Political Campaign Advertising**

Political signs may be erected or displayed before an election until ten days after the election, inclusive.



These signs may not be erected in the right-of-way of any State highway, County highway, or public road or street.

*Article 88-6 Section 88-6.810*

**b) Signs on Utility Poles**

No person shall post, place, attach, erect, or maintain any sign, poster, advertisement, or any material or object of any kind on a pole, post, wire, or structure maintained under a franchise by a public utility or public service corporation in the right-of-way of any County or public highway.

*Article 88-6.8 Section 88.6.812*

**c) Signs at Intersections**

No outdoor advertising structure, except Type IV signs, shall be erected or maintained in such a location or position that operators of motor vehicles who are within one hundred feet of the intersection of any public road with any other public road or any railroad will not have a clear and unobstructed view of the intersection and of any traffic on all of the roads or railroads entering the intersection, for a distance of one hundred feet, along all the roads or railroads.

*Article 88-6.8 Section 88.6.618*

If a candidate chooses to post campaign signs, a completed “Statement of Responsibility for Temporary Political Signs” form must be filed with the City Clerk’s Office. This form is issued to all candidates during the filing period.

## ATTACHMENT A - BALLOT DESIGNATION GUIDELINES

The ballot designation is the word or words, which will appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate. The listing of a designation on the ballot is OPTIONAL.

*EC 13107*

Ballot designations become public once filed on the "Declaration of Candidacy." Ballot designations cannot be changed by the candidate after the final date to file for office.

### Format of Ballot Designation

If a ballot designation exceeds the space allotted on the ballot (approximately 60 characters), it will be printed in a smaller typeface.

A ballot designation may be an elective office title, officeholder status, or profession.

The following examples illustrate each type. Combining these types is not permitted.

- 1) Elective Office Title: Words designating the elective public office held, provided the officeholder was elected to the office. In the case of judicial offices only, an appointed Judge may use the office title.

Example A: Governing Board Member

Example B: Board member, XYZ School District

- 2) Incumbent: The word "**Incumbent**" may be used if the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

- 3) Appointed Incumbent: The phrase "appointed incumbent" may be used if:
  - a) the candidate holds an office other than a judicial office by virtue of appointment and is a candidate for the same office; or,
  - b) a candidate for the same or other office, the word "appointed" and the title of the office.

The phrase "appointed incumbent" is not required of a candidate who seeks reelection to an office that they hold and to which they were appointed in-lieu of an election.

Example A: Appointed Incumbent

Example B: Appointed Board member, XYZ School District

- 4) Principal Occupation: 3-Word Profession/Occupation/Vocation - No more than three words designating the current principal professions, vocations, or occupations of the candidate.

Example A: High School Teacher Example

Example B: Attorney/Educator/Rancher

Example C: Businessman/Councilmember

- 5) Community Volunteer: A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:
- a) A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.
  - b) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation or occupation.
  - c) A candidate is not engaged concurrently in another principal profession, vocation or occupation.
- 6) No Occupation Desired: If no ballot designation is requested, the word "NONE" and the candidate's initials must be written in the space provided for ballot designation on the Declaration of Candidacy form. The space provided for the ballot designation on the official ballot will be blank.

### **Unacceptable Designations**

Designations will not be accepted if:

- It would mislead the voter.
- It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- It abbreviates the word "retired" or places it following any word(s) that it modifies.

Unacceptable: Ret. Policeman  
Policeman, Retired

- It includes the name of any political party, whether or not it has qualified for the ballot.
- It uses any word(s) referring to a racial, religious or ethnic group.
- It refers to any activity that is prohibited by law.
- It uses a word or prefix, such as "former" or "ex-," which means a prior status.

Unacceptable: Former Policeman  
Ex-Policeman

The only exception is the use of the word "retired."

Acceptable: Retired Policeman

## ATTACHMENT B- CANDIDATE STATEMENT OF QUALIFICATIONS GUIDELINES

**PREPARATION OF CANDIDATE STATEMENT - Shown below is a reduced facsimile of a "Candidate Statement of Qualifications" form.**

Candidate Statement of Qualifications For the General Election to be held November 6, 2018 (Elections Code 13307, 13309, and 13311)	
<p><b>Instructions to Candidate:</b> Your statement will be printed exactly as submitted. Carefully check for content, spelling, punctuation and grammar before submission. No changes are allowed once the statement is filed.</p> <p>This form must be filed along with the hardcopy.</p> <p>In addition to filing a hardcopy, you will need to submit your statement in an editable text format after filing your statement to the following email address: <a href="mailto:rbeck@sanramon.ca.gov">rbeck@sanramon.ca.gov</a></p> <p>The "Ballot Designation" will match the designation provided on the "Declaration of Candidacy".</p> <p>Hard copy must bear signature</p>	
Office Name: _____	Candidate ID: _____
Word Limit: <u>300</u>	• Cost: \$ <u>1,306.00</u> • Paid By: Candidate <input type="checkbox"/> District <input type="checkbox"/>
Candidate Name: _____	
Ballot Designation: _____	
<input type="checkbox"/> I have reviewed the attached statement and I understand that no corrections or changes are allowed after it has been filed (pursuant to EC 13307). I understand that Contra Costa County is mandated under the Voting Rights Act to provide voting materials and information in English, Spanish, and Chinese. I understand that the amount written above is an estimated cost to print in English, Spanish, and Chinese.	
<input type="checkbox"/> I do not wish to file a Candidate Statement.	
Dated _____	Signature of Candidate _____

## B-1 WORD COUNT CRITERIA

The following are the guidelines for computing the word count for candidate statements.

Abbreviations - UCLA, PTA	one word
Abbreviations - U.C.L.A., P.T.A.	separate words
California Geographical names: Examples: County of Contra Costa, Contra Costa Community College District, Antioch → Unified School District, East Bay Regional Park District, Bay Area Rapid Transit District.  Contra Costa County Fire Protection District →  Bay Area →	one word       one word   one word
Whole Numbers - Digits (1 - 10 - 100, etc.) Spelled out numbers - One Hundred, Ten Thousand	one word one for each word
Number combinations (1990, 1990-1991, 100%)	one word
Dates - all digits (11/5/96) Word and digits (June 2, 1998)	one word one word
Monetary amounts: If the dollar sign is used with figures - \$1,000 Spelled out (one thousand dollars)	one word each word is counted
Regularly hyphenated words: that appears in any generally available standard reference dictionary published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted.	one word
Normal punctuation	not counted
Telephone Numbers	one word
Website Addresses (i.e. www.???.com/ email	one word

**B-2 SAN RAMON WORK COUNT/COST\*\***

CITY	STATEMENT COSTS	WORD LIMIT*	PAID BY
San Ramon	\$1306	300	Candidate

\*\*Optional Candidate Statement

## SAMPLE CANDIDATE STATEMENT LAYOUT

Below are samples of 250-word statements as they would appear in the voter information portion of the "Voter Information Guide." Statements will appear in the same order as the candidates appear on the ballot.

<p style="text-align: center;">CANDIDATE STATEMENT WASHINGTON UNIFIED SCHOOL DISTRICT GOVERNING BOARD</p> <p>JANE DOE <b>Businesswoman</b></p> <p>I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.</p> <p>I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.</p> <p>I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals.</p> <p>I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.</p> <p>If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children.</p> <p>I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote.</p> <p>Thank you.</p>	<p style="text-align: center;">CANDIDATE STATEMENT WASHINGTON UNIFIED SCHOOL DISTRICT GOVERNING BOARD</p> <p>JANE DOE <b>Businesswoman</b></p> <p>I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.</p> <p>I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.</p> <p>I fully understand the value of a quality public education. As your next school board member, I will work to protect small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals. I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.</p> <p>If elected to serve as a Governing Board Member, I will build on this experience and work diligently to maintain financial stability and foster an educational environment that meets the intellectual and social-developmental needs of our children.</p> <p>I am looking forward to serving you on the Washington Unified School District Governing Board. I respectfully ask for your vote. Thank you.</p>
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**M**





## ATTACHMENT D - SUMMARY OF CAMPAIGN FINANCE DISCLOSURE FORM

Except as noted below, an individual who intends to be a candidate for an elective office must file "Candidate Intention Statement" (Form 501). Please see instructions on the Form 501 for the filing requirements. For State Candidates, Form 501 is filed with the Secretary of State. Local Candidates file with the appropriate local filing officer for their jurisdiction. These forms are available on the Fair Political Practices website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

*GC 85200 et seq.*

- a) **FORM 501 – Candidate Intention Statement** ▶ This statement must be filed before a candidate solicits or receives any contributions or loans from others or before any expenditure are made from personal funds on behalf of his/her candidacy, excluding personal funds used to pay filing fees and/or fees for Statements of Qualifications.

**Exception:** Form 501 is not required to be filed by candidates who do not intend to receive any contributions or loans, and the only expenditures from personal funds would be for payment of the filing fee, if applicable, and the Statement of Qualifications. Form 501 is not used to obtain a Committee Identification Number.

- b) **FORM 410 - Statement of Organization** ▶ In addition to the above mentioned form, a Form 410 must be filed with the Secretary of State's Office to obtain a Committee Identification Number. Form 410 must be filed if a candidate or committee receives contributions or loans totaling \$2,000 in a calendar year. This statement must be filed within 10 days of opening a campaign bank account at a financial institution in California. All personal funds and/or contributions or loans made to the candidate, to a person on behalf of the candidate, or to the candidate's controlled committee shall be deposited in the campaign bank account prior to expenditure.

- c) **FORM 460 - Recipient Committee Campaign Statement** ▶ Candidates for office who receive contributions or have expenditures in excess of \$2,000 must file pre-election and semi-annual campaign statements during the year in which their election is being held. Please refer to the Campaign Report and Statement Filing Schedule included in your FPPC packet.

*GC 84200 et seq.*

- d) **FORM 470 - Officeholder/Candidate Campaign Statement-Short Form** ▶ Candidates for office who expect to receive or spend less than \$2,000 during the election and who do not have a controlled committee may file a Form 470 with their Declaration of Candidacy (or no later than the filing deadline for the first pre-election campaign statement).

*GC 84206*

- e) **FORM 470 - Supplemental** ▶ Supplemental Candidate and Officeholder Campaign Statement. This form applies to candidates and officeholders who have filed a Form 470 and subsequently receive contributions or make contributions totaling \$2,000 or more for a calendar year. Once a Supplemental Form 470 is filed, the candidate or officeholder will be required to file a Form 410 and 460.



Basic Filing Guidelines for Candidates & Committees. For more information you may contact FPPC at [1-866-ASK-FPPC](tel:1-866-ASK-FPPC) and by going to the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov)



**Form 501 – Candidate Intention**

**Who:** All Candidates

**When:** Before raising or spending any money including personal funds.

**With:** Local Filing Officer

**Under \$2000**

Over \$1000

**Form 410 – Statement of Organization**

**Who:** Candidates and organizations who raise **\$2,000** or more.

**When:** Anytime, but required to be filed within 10 days of reaching **\$2,000** in contributions (or within 24 hours if **\$2,000** level is reached in final 16 days before Election Day.

**With:** Original & copy to Sec. of State, one copy to Local Filing Officer.

**Form 460 – Campaign Statement**

**Who:** All campaign committees formed via filing of a Form 410.

**When:** Two Pre-Election statements due before election, and Semi-Annually thereafter until committee is terminated.  
• Exception for officeholders earning under \$200/yr. from the office and have inactive committees. (Govt. Code Sec. 84200)  
• If 410 filed before June 30, then 460 due July 31.

**With:** Original & one copy to Local Filing Officer

**Form 470 – Campaign Statement Short Form**

**Who:** Candidates who do not plan to raise or spend **\$2,000** or more for their campaign, and do not have an open committee.

**When:** Any time, but no later than the date the first Pre-Election statement is due. Statement covers entire calendar year.

**With:** Local Filing Officer

**Form 470 Supplement**

**Who:** Candidates who filed form 470, but subsequently raised or spent **\$2,000** or more for their campaign.

**When:** Within 48 hours of raising or spending **\$2,000** or more.

**With:** Secretary of State, Local Filing Officer, every other candidate seeking the same office.

**MUST ALSO FILE FORM 410**

**After the Election**

After the election, a successful candidate has the option of maintaining his/her committee and campaign bank account, or terminating the campaign committee and closing the bank account. An officeholder who maintains a committee may:

- Continue to receive contributions;
- Use campaign funds to offset officeholder expenses; or
- Hold funds for use in a future election.

An officeholder who wishes to terminate a committee must file both a Form 410 with the State and a Form 460 with Local Filing Officer. (See FPPC Manual for information)